

**DISPATCH**CLASSIFICATION  
**S-E-C-R-E-T**

PROCESSING ACTION

TO  
**Chief of Station, [REDACTED] (Attn: FE Engineer)**

MARKED FOR INDEXING

INFO.

NO INDEXING REQUIRED

FROM

**Chief, Real Estate & Construction Division, OL**ONLY QUALIFIED DESK  
CAN JUDGE INDEXING

SUBJECT

**Reporting of Design and Construction Progress**

MICROFILM

ACTION REQUIRED - REFERENCES

**REF: [REDACTED] dated 22 October 1964**

1. Enclosed is a copy of the Far East portion of the Design and Construction Progress Report currently in use within KUBARK. The report is updated on a continuing basis by RECD personnel and extracts are taken from it twice each month for the purpose of briefing key KUBARK personnel.

2. It is requested that you submit a report in the format of the enclosed report as of the first of each month to reach Headquarters not later than the third Wednesday of each month. The following definitions applicable to the new format are transmitted for your guidance:

- a. Approved - Date on which project was approved by Headquarters.
- b. Amount - Amount of current authorization.
- c. Date above % bar chart - Date on which construction contract was awarded.
- d. Amount below % bar chart - Amount of construction contract.

3. In view of this new type report, it will no longer be necessary that reports in the format of the reference be submitted. Headquarters has found that this new type report displays the information essential for briefing and results in a substantial savings in the time required for preparation. It is believed that this new format will also reduce your time required for preparation as well as provide the information required for Headquarters briefings. Your comments are solicited.

4. I will discuss the report with you more fully during my forthcoming visit.

Enclosure - as stated  
2 - Addressee

25X1A

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER

DATE

**7 January 1965**

25X1A

CLASSIFICATION

**S-E-C-R-E-T**Exclude from automatic  
downgrading and  
declassification  
processes  
HQS FILE NUMBER**Distribution:**

- 1 - OL Registry
- 1 - FE Log
- 1 - FE Div.
- ① - OL/RECD Project
- 1 - OL/RECD/CEB chrono

ORIGINATING

25X1A

OFFICE

OFFICER

TYPIST

**OL/RECD/CEB****:mew**

EXT.

**3023**

COORDINATING

OFFICE SYMBOL

DATE

OFFICER'S NAME

**FE Div.**

RELEASING

OFFICE SYMBOL

DATE

OFFICER'S SIGNATURE

**DD/L****1 JAN 1965**

25X1A

FORM  
1-63

53

USE PREVIOUS EDITION

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**DISPATCH**

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